

## CONSULTANTS' DISCRETIONARY POINTS GUIDANCE NOTES

2010-11

### NOTES ON COMPLETION OF THE DISCRETIONARY POINTS QUESTIONNAIRE

#### Summary of the Process

1. The purpose of the Discretionary Points (DP) system is to reward work carried out with NHS Tayside in accordance with the criteria as outlined in the Discretionary Points (DP) Form. The process is based on self-nomination and reviewed annually by representatives of NHS Tayside and the Local Negotiating Committee. Discretionary Points are awarded on the basis of each applicant's position in a final overall ranking which takes account of the scores recorded by each scoring member of the DPC.
2. The allocation of discretionary points will be based entirely on the information provided in your, and your colleagues' Discretionary Points Forms. If information is not included, it cannot be used in the assessment. It is important that information and achievements detailed in the application relates to the relevant year being assessed. Do not include information and achievements undertaken beyond the date being assessed. Your application may be considered for rejection by the Committee if you have included information beyond the relevant year.
3. The form consists of 8 sections; sections 1 to 3 together are worth 70 points, section 4 to 8 are worth 50 points.
4. The DP Form can be downloaded from NHS Tayside Staffnet Homepage at "*Working For Us*" / "*Working Here*" / "*Pay Arrangements*".
5. Only the agreed DP Form may be used, ie the form on Staffnet. Forms which differ from the agreed format will not be accepted.
6. The boxes in the DP Form may be expanded / contracted as you deem appropriate but the overall length of the form, section 1-8 **must not exceed 4 (A4)** printed pages. It is important therefore that the text is concise or your application could be rejected. Questionnaires must be completed in Times New Roman with type size no less than 10. Your application may be rejected if you do not comply with these stipulations.
7. **All DP Forms must be countersigned by the appropriate Clinical Director or Clinical Leader, who will validate the accuracy of the content of the DP Form. Clinical Directors must have their DP Form countersigned by the Associate Medical Director and the latter must have his/hers signed by the Medical Director. It is your responsibility to ensure your Form is signed off by the appropriate medical manager and deliver the countersigned form within the timelines to the Workforce Directorate.**

## **Key Points**

### **1. Probity**

The DP Form should be regarded in the same light as an application for a job. Applicants are reminded that it is their responsibility to ensure that all of the information that they submit is both accurate and truthful. The submission of any inaccurate or untrue information may lead to disciplinary procedures. All applications must be verified and countersigned by the relevant clinical line manager. Applicants must be aware that verification will take some time and that there is a deadline for submission of applications to clinical line managers. The responsibility of the clinical line manager is to confirm that the content of an application is accurate. An applicant and their manager may fail to agree that the content of an application is accurate and in this event the application may be submitted together with explanations from both parties regarding the disputed matter(s). If boxes are not included or left empty, no points will be awarded.

### **2. Restrictions on scorers**

Scorers award a score for each section of each application. They may only award scores on the basis of the text within each section. A section which is left blank will receive no score. There can be no duplication or transfer of data for scoring purposes from one box to another. Scoring is undertaken independently by each scorer. Scoring for each criterion will usually be within the middle 50% of available points. The bottom 25% will be reserved for clearly below average activity, and the top 25% for outstanding level of contribution in the relevant area.

### **3. Front sheet of application**

The front sheet of the application contains non-scoring information only but it is essential that it is completed fully and accurately to allow the scorers to interpret the scoring sections of the application appropriately. Applicants must not leave sections blank: if the response to a heading is “no response” or “not applicable” then this must be stated as such. If the front sheet is not complete the application will be invalidated. The award of any discretionary point must be indicated and the year it was awarded is essential information for scorers. (If not included it will be assumed to have been in the last round of DP awards.)

### **4. Provide context**

Applicants must be aware that scorers are unlikely to be familiar with all areas of practice relevant to each applicants' DP application. It is highly recommended that applicants outline the priority areas for their own speciality and indicate the work which they have performed towards the achievement of the relevant goals in those priority areas.

### **5. Dates of work under consideration**

Research must be within the timeframe in question, ie last 5 years only, with appropriate dates and authorship included. Dates of Management responsibilities must be clear along with PAs paid during the timeframe and clearly stated on the front sheet of the application.

## **Additional Points**

1. The DP Form will be anonymous, so please ensure that you do not write your name anywhere on the form itself. However, please ensure that you do complete **both** the Countersign Form and the Equal Opportunities Monitoring Form.
2. Completed forms will be photocopied. Please ensure clear originals are provided.
3. Only one document should be enclosed with the DP Questionnaire:-
  - Research and Innovation reference list.
4. Canvassing will disqualify the applicant.
5. The Secretary to the Discretionary Points Committee (DPC) [non-scoring] will collate the scores. The median scores will then be used to assist the Panel in awarding the discretionary points. The awarding process will take into account the other factors within the DP Questionnaire, including the level of award already held. (e.g. a sustained effort over many years might well be considered equal to a higher level of effort over a fewer number of years.)

### **DP Questionnaire - Section 1 to 8**

1. The wordings used in the headings in the DP Questionnaire are those used in the circular.
2. Statements must be accurate and wherever possible should be quantified and verifiable. Vague platitudes will not count. To clarify the criteria in NHS Circular PCS(DD)1995/6 (Appendix I) as amended by the SEHD in its letter to Trusts dated 12 January 2000 (Appendix II), the following guidance is offered to complete the DP Form:

**Professional Excellence:** In this section, include those areas where you have brought about change with resulting improvement in patient care – eg adoption of new techniques, or change in the pattern of service provision. Activities in this section should relate to your main clinical work and will typically include activities within your immediate department. Where possible give dates.

**Significant contribution towards the achievement of local NHS service priorities:** Here you might include contributions that have enabled NHS Tayside to achieve its annual goals, and may often be working between directorates or liaison with the community. Also include details of contributions to local NHS management and administration.

**Undertaking recognised significant heavy workload or responsibilities in pursuit of local NHS service goals:** Include here details of high workload or on-call commitment, perhaps comparing to College norms. Give dates where appropriate.

**Contribution to professional and multi-disciplinary team working:** In this section you might mention multi-disciplinary team meetings, liaison with other groups of health care workers within NHS Tayside or in the immediate locality or the setting up of cross specialty groupings.

**Innovation and improvement in the service and research:** Describe the main areas of research that you are, or have been undertaking with approximate dates of involvement. Please submit as full a list of publications / theses / articles as you see fit, using internationally recognised referencing systems, on a separate sheet. Please remember that the process is assessing your contribution whilst a Consultant within the United Kingdom publicly funded health care system, not the work that you did to achieve that status. If the work being described resulted in the receipt of external funding (ie more than expenses) that it should be declared.

*Clinical Audit:* Give details of any relevant projects with which you have been involved. Where possible, show how the “loop” has been closed and practice improved. Include any work that you might have been doing for NHS Tayside or related organisations.

*Teaching and training:* In addition to the teaching and training of your Junior Staff, give details of education activities affecting wider groupings.

*Wider contribution to the work of the NHS nationally:* Include here details of Regional / National NHS and College Committees, with particular regard to NHS management and administration. Give the years in which you were involved in that activity, and details of the commitment involved such as the number of meetings per year, details of any office held. Contributions to other professional organisations should also be included.

3. In summary, give as much information as you can, with dates (the calendar year will do) as appropriate, some quantification of the time involved. If the contribution being described remunerated, or had sessional time allocated, then this should be clearly stated, either on preliminary pages, or within the body of the DP Form. Ad hoc lecturing fees within the scales can be omitted.

**NB Applicants should be aware that any applicant formally appealing against the decision of the DPC will be given access to appropriate records, which will include the anonymised DP Forms of other applicants.**

**October 2010**

**CONSULTANTS' DISCRETIONARY POINTS**  
**2010/11**  
**DISCRETIONARY POINTS QUESTIONNAIRE**

Identification Number

.....  
 (Payroll Number)

<b>Specialty:</b>	
<b>Present Appointment:</b>	
<b>Year of Appointment:</b>	
<b>Details of Programmed Activities</b> (from job plan): <ul style="list-style-type: none"> <li>• No of Direct Clinical Care PAs _____</li> <li>• No of Management PAs _____</li> <li>• No of Academic PAs/Other Duties _____</li> <li>• No of SPAs _____</li> <li>• TOTAL IN JOB PLAN _____</li> </ul>	
Remuneration outwith sessions, ie responsibility payment	YES / NO
*No of Discretionary Points held (if any) and year(s) awarded. If year of award not known please contact Valerie Beattie.	
Details of support team e.g. secretary, research assistants, SAS doctors	

**Non Scoring Information**

\* If unsure please check by contacting Valerie Beattie, Head of Workforce Services  
[valerie.beattie2@nhs.net](mailto:valerie.beattie2@nhs.net) (ext 36248)

**NB: ALL SECTIONS ON THIS FRONT SHEET MUST BE COMPLETED IN FULL. FAILURE TO DO SO COULD INVALIDATE YOUR APPLICATION**

## DISCRETIONARY POINTS QUESTIONNAIRE

2010/11

Above average contributions in respect of service to patients, teaching, research and the management and development of the service.

### 1. Professional Excellence

- Quality of clinical care of patients
  - Service development
  - Professional leadership
  - Improvements in public health
- (30 points)

**2. Significant contribution towards the achievement of local NHS service priorities (including any local NHS management and administration) (20 points)**

**3. Undertaking recognised significant heavy workload or responsibilities in pursuit of local NHS service goals (20 points)**

**4. Contribution to professional and multi-disciplinary team working**

**(10 points)**

**5. Innovation and Improvement in the service, and Research**

**(10 points)**

- (a) Total number of Publications in Peer Reviewed Journals over last 5 years \_\_\_\_\_
- (b) Total number of papers/posters presented to Regional/National/  
International meetings over last 5 years \_\_\_\_\_

**NB: IF ATTACHING A RESEARCH & INNOVATION REFERENCE LIST, THIS MUST BE ANONYMISED. FAILURE TO DO SO COULD INVALIDATE YOUR APPLICATION. ONLY ANONYMISE OWN NAME (EITHER AS 'xxxx' OR 'APPLICANT'; RETAIN ORDER OF ALL OTHER AUTHORS**

**6. Clinical Audit**

**(10 points)**

**7. Teaching and Training:**

**Training of junior staff; Involvement in undergraduate or Postgraduate teaching; Public educational and health promotion; Contribution to training of other staff**

**(10 points)**

**8. Wider contribution to the work of the NHS nationally**

**(10 points)**

**CONSULTANTS' DISCRETIONARY POINTS  
2010/11**

***Countersign Form***

Identification Number ..... (Payroll Number)
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**PLEASE NOTE**

**This page must be signed as confirming the accuracy of the contents of the DP Questionnaire. The signed page will be detached and retained on file prior to the submission of the DP Form to the Awards Committee members.**

Name of Applicant: (block capitals) .....

Signature of Applicant: .....

Name of Clinical Director / Clinical Leader: (block capitals) .....

Signature of Clinical Director / Clinical Leader: .....

**For applications for Clinical Directors, Associate Medical Directors and Deputy Medical Director, see (7) on the Guidance Notes.**

**CONSULTANTS' DISCRETIONARY POINTS  
2010/11  
EXCEPTIONAL CIRCUMSTANCES  
DISCRETIONARY POINTS QUESTIONNAIRE**

To be completed **ONLY** by Consultants who were awarded a DP or DPs in the previous award year and wish to be considered in the current award year.

**NB: The Policy for awarding DPs is that only in EXCEPTIONAL CIRCUMSTANCES will an application be considered in the year following an award**

Identification Number

.....  
(Payroll Number)

**STATEMENT OF CASE**

**Non Scoring Information**

\* If unsure please check by contacting Valerie Beattie, Head of Workforce Services  
[valerie.beattie2@nhs.net](mailto:valerie.beattie2@nhs.net) (ext 36248)

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INVALIDATE YOUR APPLICATION**

**CONSULTANTS' DISCRETIONARY POINTS  
2010/11**

**EQUAL OPPORTUNITIES MONITORING FORM**

**Identification Number (payroll number):**

**Name:**

**Specialty:**

List of References (Section 5) attached (Please tick)

In order to ensure that we comply with the requirements of our Equal Opportunities Policy, and the law in relation to race and sex discrimination, please also complete the following information:

**How do you describe your Ethnic Origin? (please tick)**

White     Black Caribbean     Black African     Black Other     Indian   
 Pakistani     Bangladeshi     Chinese     other

**Please state your gender:** M     F     **Do you suffer from any disability?** YES     NO

**Please state your date of birth:**

**Thank you for completing this form**

Please return to:

Name - **Mrs Lorraine Smith**  
 Address - **Workforce Directorate  
 Level 9  
 Ninewells Hospital  
 DUNDEE DD1 9SY**

- **If posting, your application will be date stamped on receipt and acknowledged by email.**
- **If delivering by hand, this section will be photocopied and returned as the Acknowledgement Slip.**

Signature: ..... Date: .....

Received by: ..... Date: .....